

Position	Description
<b>*If there is a position that matches several roles/descriptions, input salary and benefit information for only the position that best matches 80% of your daily functions.</b>	
Administrator/Executive Director	This position works directly with the physician president/director/CEO and partners in overseeing financial operations, personnel management, communication with physicians, strategic planning and business development activities of the practice.
Aesthetician	This licensed health professional performs procedures and treatments to the skin as a way of maintaining its health and vitality, combating the effects of aging and exposure to the sun, and improving its overall appearance.
Accounts Payable Clerk/Bookkeeper/Staff Accountant	This position completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices for the practice often including payroll processing. This position likely reports to the CFO/Accounting Manager.
ASC Nurse Manager/Supervisor	This position is responsible for both patient care and administrative, operational, and regulatory duties relating to managing an ASC. Works in collaboration with the Medical Directors, Practice Administrator/CEO, and the ASC Governing Body.
Billing Manager/Revenue Cycle Manager	The revenue cycle manager's responsibilities include identifying patient reimbursement issues, ensuring that claims, denials, and appeals are efficiently processed, and resolving billing-related issues. This position is also responsible for supervising staff, communicating with insurance providers, managing collections, cash posting, contract analysis, and fielding patient complaints.
Billing Coordinator - Beginner	This position is responsible for billing department functions such as charge entry, coding, claims filing, payment plans, collections, and other duties as assigned by the Billing/RCM Manager to ensure proper and timely processing of patient billings. A beginner billing coordinator is someone with less than two years of ophthalmic billing and coding experience.
Billing Coordinator/Coder - Advanced	This position coordinates and oversees all aspects of patient accounts, including insurance, collection and billing functions and has comprehensive knowledge of ICD-10 and CPT codes, Medicare/Medicaid and insurance reimbursement procedures. This position's salary and benefit information is for individuals who are in process of obtaining or who have a coding certification and two or more years of ophthalmic billing and coding experience.
Chief Executive Officer (CEO)	The position works with the Board of Directors to guide strategic planning for the entire organization, assures proper operations and accountability in all departments, and assures overall organizational success through physician recruitment, development of strategic initiatives, establishes and implements KPIs, leads facility construction projects, and overall business operation compliance across multiple practice locations. This position supervises the Chief Financial Officer, Chief Experience Officer, Chief Clinical Officer, Chief Surgical Administrator, practice level administrators and any other C-Suite level position. <b>This position's salary and benefit information is for non-MD CEOs.</b>
Chief Information Officer (CIO)/Chief Technology Officer (CTO)/IT Director	This position assesses current information technology processes to determine efficiency, usability, and effectiveness. This role also directs and advises the executive team on IT best practices, works with other departments to complete practice-wide goals, and manages network and computer systems to ensure optimal performance and safety. This position likely supervises IT specialists.
Chief Financial Officer (CFO)/Accounting Manager	This position ensures the practice's financial wellbeing by tracking revenue and expenses, consolidating and analyzing financial data, preparing special reports, maintaining internal controls and other best practices, and reporting activity to internal and external customers. They also develop action plans, audit operations, propose efficiency improvements and handle negotiations for mergers, acquisitions, and the establishment of new divisions within the practice. This position reports directly to the CEO/ED/Administrator and/or Board of Directors.
Ophthalmic Technician - Beginner	This position is a technician new to the eye care field. Job duties include collecting patient information, updating medical records, performing diagnostic tests, scheduling, interacting with patients and educating patients. This position has less than 1 year of experience.
Ophthalmic Technician - Certified (COA)	This position is a technician who has achieved their Certified Ophthalmic Assistant (COA) certification. Job duties include collecting patient information, updating medical records, performing diagnostic tests, scheduling, interacting with patients and educating patients. This position has 1-5 years of experience.
Certified Ophthalmic Medical Technologist (COMT)	This position assists ophthalmologists by performing ophthalmic clinical functions and advanced ophthalmic photography. Additionally, they may provide instruction and supervision to other ophthalmic personnel, assist with minor surgical procedures, applying aseptic techniques and preparing instruments. This position may also be called Ophthalmic Medical Technologist (Ophthalmic Medical Tech), Ophthalmic Technologist (Ophthalmic Tech), or a Surgical Coordinator.
Ophthalmic Photographer	This position has knowledge on how to use various types of imaging techniques (FA, FP, OCT, etc) to produce photographs of patients' eyes. An individual in this role may or may not have their ophthalmic photographer certification.
Certified Ophthalmic Technician (COT)	This position is more advanced than a COA and has the knowledge and experience to explain procedures, tests, and treatments for patients. A COT provides support to physicians including procedure preparation, patient intake, scheduling, and other administrative duties such as responding to messages from patients and physicians and assisting with patient requests for refills, forms completion and prior authorizations.
Chief Operating Officer (COO)	The COO reports to the CEO and the Board of Directors and is responsible for providing inspiring and effective leadership while administering, directing, and coordinating all activities of the practice toward the fulfillment of values, mission, strategy, and the achievement of its annual goals and objectives. The COO typically leads the senior management team which may include Human Resources, Clinic Directors/Supervisors, Support Services, Physician Services, Billing Department, Information Technology, Contact Lens, Optical, and Facilities.
Clinical Manager/Supervisor/Director	This position is responsible for day-to-day operations of the clinic. This position also interviews, hires, and conducts performance reviews of staff, develops and implements policies and procedures, coordinates staff meetings and training when necessary and ensures patient satisfaction.
Facilities Manager	This position is responsible for the upkeep and repair tasks for the interior and exterior of multiple practice locations, including inspections, inventory, and managing third party maintenance contracts. They may also be involved in the planning and development of new practice facilities.
Office Manager/Director/Supervisor	This individual is responsible for the day to day operations and supervision of patient in-flow and out-flow, patient education, collection of fees, and supervision and scheduling of the front office, including training, patient satisfaction, hiring, and performance reviews. This position may also be responsible for the phone/scheduling department of the practice. This position may also be referred to as the Front Office Manager.
Front Desk Receptionist (Check-In, Check-Out)	This individual is responsible for welcoming patients to the practice, checking-in and/or out patients, reviewing patient charts to verify necessary information and signatures, entering/updating patient information into computer, verifying all insurance, explaining all charges to patients, collecting payment, ensuring all patients understand their condition and treatment by providing instruction as to their medication and follow-up, answering phones as needed and scheduling patients for appropriate appointments.
Human Resources Manager	This position is responsible for all aspects of Human Resource management including hiring, onboarding, terminations, employment law compliance, employee events, training and development, and maintains/updates policies and procedures. This role also assists all managers and staff with performance reviews and employee related issues as needed.
IT Specialist	This position maintains and improves the technical systems of the practice to ensure all employees have the technology they need to complete their work and the organization's important files and information remain safe and intact. This position likely reports to the IT Director/CIO/CTO.
Lead Technician	This advanced-level position can perform all the duties of an ophthalmic technician with greater independence, including clinic flow management, medical record review, preparation for the visit, patient education, assistance with medical examinations, treatments and procedures, coordination and scheduling of tests/surgeries, coordination of area work assignments/ophthalmic team, protocol review and update, and quality assurance checks. This position is capable of training new technicians and leading a team in the absence of a clinic supervisor.
Marketing Coordinator/Manager/Director	This position involves a combination of office-based and remote work, with frequent travel to industry meetings, suppliers, and field site visits. This role is also responsible for overseeing all marketing initiatives including digital, print, special events, public relations, referral tracking and brand promotion.
Medical Records	This position is responsible for managing patients' health records and history in a HIPAA compliant manner. Their main duties include helping conduct audits, gathering and filing patient information and processing discharge papers.
Optician	This individual will assist patients with the selection of the best frames and lenses for their visual needs and lifestyle. Responsibilities include, but are not limited to, assessing prescriptions, taking optical measurements, handling sales transactions, processing orders and insurance claims, performing quality checks, and providing frame adjustments.
Optometrist	A licensed optometrist with experience providing refractive and contact lens services with a high standard of accuracy.
Patient Services Specialist/Call Center Representative	This position is responsible for answering phones, scheduling patients, assisting patients with necessary paperwork, clerical work as assigned, and communicating with receptionists and other clinical team members to ensure efficient patient flow.
Research Coordinator	This position is responsible for learning and implementing research protocols with supervision initially and then independently. Additionally they are responsible for implementing basic and advanced human subject research methods, understanding IRB regulations, assisting with the identification, as well as the recruitment and management of research subjects.
Research Director	The Clinical Research Director (CRD) is the primary clinical lead for programs and responsible for leading successful clinical trials for novel therapeutics for ophthalmologic diseases. The role is often the face in the therapeutic area to maintain credibility with internal and external stakeholders and responsible for overseeing clinical trial protocols, investigator protocols, IRD communication, as well as reviewing and monitoring study data.
Refractive Coordinator	This position is responsible for educating, marketing, and selling the patients on all aspects of Refractive Surgery including Lasik and premium cataract services. The Refractive Coordinator provides a seamless experience for this selective group of patients and acts as a liaison between the office, surgical facility, patient, and the patient's surgeon.
Registered Nurse	This position provides care and assistance to patients with eye conditions or diseases and those who need a vision exam or checkup. They also assist the ophthalmologist with exams and procedures, provide education about eye care, and help fit patients with eyeglasses, contacts, or other vision equipment.
Scribe - Beginner	A beginner scribe has less than two years of experience in the role and is primarily responsible for documentation in the EHR, gathering information for the patient's visit, and partnering with the physician to efficiently deliver patient care. Beginner scribes should have basic knowledge on MIPS, ERX, and coding and
Scribe - Advanced	An advanced scribe has more than two years of scribe experience with advanced knowledge and understanding of MIPS, ERX, coding, modifiers, and pathology. Advanced scribes are able to lead and monitor team workflow, can assist in training new scribes, and are planning to or currently have their OCSR.
Surgical Coordinator/Counselor/Scheduler/Patient Liaison	This position is responsible for performing an extensive number of surgery scheduling related functions in an efficient and accurate manner. This position has extensive knowledge on ophthalmic diseases and available treatment options and is comfortable educating patients on their procedures.
<b>Note: Orange highlighted fields are clinic based positions</b>	